



RECRUITMENT ANNOUNCEMENT

Librarian (Part-time)
Troy Public Library – Youth Services

\$18.00 - \$23.50/hr.

Posting Date:
June 8, 2015

Closing Date:
Open until filled

The Troy Public Library is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. Under the direction of the Head of Youth Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

HOURS: Part-time, year-round. Twenty (20) hours per week. Schedule will include at least one evening shift per week and at least two weekend shifts per month.

DUTIES (Not All-Inclusive)

Under the supervision of the Head of Youth Services, works as a public service librarian specializing in youth resources, including materials for patrons ranging from birth through approximately twelve years. Provides reference and readers' advisory. Evaluates programming needs and makes recommendations for potential programs and services for the youth populations. Plans and performs story times for children birth to age 6 with an emphasis on early literacy development. Assists patrons in person, on the phone, and via email with questions, direction, or instruction. Plans and executes special programs for school-age children, possibly including outreach services. May participate in selection of print and non-print material. Performs related duties and general library work as required.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. **Candidates must submit proof of degree and/or official transcript with application.**
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

PREFERRED

- Strongly prefer recent public youth librarian experience or recent experience working with children, specifically performing story times, programs, and other events with and/or for children.
- Prefer experience with Polaris library system software.

APPLY

Applications are available at [City of Troy Job Openings](http://CityofTroy.org/JobOpenings) and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

To be considered, present City of Troy employees must apply, meet the above requirements, and have received a satisfactory score on their most recent performance evaluation.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.